

**LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)**

**Room No. 408, Fourth Floor,
Parliament House Annexe,
New Delhi-110001**

L. No. 017(18)/15/2022-GPB

Dated: 08.07.2022

From

**Rakesh Kumar Chhabra
Under Secretary**

To,

(All concerned)

Subject: Quotation for supply of various stationery items to Lok Sabha Secretariat on urgent basis.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure various stationery items on urgent basis. The firms/companies have their Offices in **Delhi/NCR and GST Number** may quote the rates/prices for the items as per the format given below:

Sl. No.	Description of item	Required Qty.	Offered rates per unit (no./packet/bunch (in Rs.) Exclusive GST	GST Rate in percentage
1	V5 Pilot Hi-Tech Point Pens (Blue)	60 nos.		
2	V5 Pilot Hi-Tech Point Pens (Red)	30 nos.		
3	V5 Pilot Hi-Tech Point Pens (Green)	30 nos.		
4	Natraj Disposable Ball Point Pens	800 nos.		
5	White File Tags (7 Inches) (20 tags in one bunch)	10 bunches		
6	Savlon Germ Protection Wipes (72 wipes in one packet)	20 packets		
7	Brown Colour File Board with flap and thread (Board Size- 10 inch x 14 inch, Board Thickness- 32 Oz, Flap Width - 4 Inch Flap Material-hard binding cloth (Green Colour), Thread Length size- 38 inch)	15 nos.		
8	A4 size World One Ring Binder (Model No. SKU No. RB 400)	100 nos.		
9	A4 size World One Ring Binder (Model No. SKU No. RB 405)	100 nos.		
10	A4 size Solo Report Cover (Model No. RC 601)	100 nos.		
11	Natraj Pencils (HB 621)	100 nos.		

2. **The item is procured on recurring basis as and when demand arises. Therefore, the rate of item should be valid for a minimum period of 90 (ninety days) from the date of awarding the order.**
3. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of items shall be made immediately from the date of Work Order.**
4. Items to be supplied should be genuine and sealed. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.
5. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
6. You are requested to submit quotation for the item mentioned above in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover or through **e-mail GPB-LSS@SANSAD.NIC.IN immediately or latest by 11 July, 2022 (up to 1500 Hours)**. Quotations received after due date and incomplete quotation will not be considered.
7. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,

Sd/-

Under Secretary
Tel. Nos. 2303 4408
2303 4410